Placer County Electronic Document Center
Search Tips

- ❖ If you know the address, Assessor Parcel Number or permit number, the fastest way to find a document is using 'Search by Document Type'.

  - ➢ You can select 'All Criteria' or 'Any Criteria' at the top of 'Search by Document' type section of the screen.

    - o If you select 'All Criteria', the Document Center will only retrieve those document that match each box that you complete.

    - o If you select 'Any Criteria', the Document Center will retrieve all documents that match any of the boxes that you complete.

  - ➢ Select the origin of the permit: Building, Planning or Environmental Health in the 'Search In' list.

  - ➢ Select the Permit type
    - o And/or Permit Number
    - o And/or Assessor Parcel Number
    - o And/or Address (Situs Address)

  - ➢ You can also enter known information in any of the remaining boxes
    - o NOTE: Many records do not have the "City" field populated with information. We do not recommend that you use this field for searching records.

  - ➢ Press the 'Search' button at the bottom of the screen

- ❖ If you only know a portion of the information you may enter what you know in the appropriate box.

  - ➢ For example: if you only know the street name, you can simply enter the street name in the Situs Address box. The Document Center will retrieve all available permits on that street. You can then browse the list to find the document you are looking for.

- ❖ If you do not know much information about the permit you are looking for you can use 'Search by Document Text' at the top of the screen.

  - ➢ *Be Careful! If you use this way to search for documents, the Document Center looks inside all documents for the word you entered.* This can take a while.

  - ➢ Select the origin of the permit using the checkboxes to the left of Building, Planning or Environmental Health.

  - ➢ Enter the text you know in the 'Search Words'. This may be a street, a project name, a name or any other free-form text.

  - ➢ Select 'Any Word', 'All Words' or 'Exact Phrase'.